

**Town of Natick  
Job Description**

<b>Position Title:</b>	Local Building Inspector (Certified)	<b>Grade Level:</b>	3
<b>Department</b>	Community Development	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Building Commissioner		

**Statement of Duties:** Administration and inspection of work related to building applications and plans, as well as enforcement and interpretation of state building code, local zoning by-law, and other applicable regulations.

**Supervision Required:** Employee does not supervise others, except on the occasions when he is called upon to fill in for superior, but there is a great deal of coordination necessary with other inspectors and office staff.

**Supervisory Responsibility:** Employee is responsible to and receives general supervision and guidance from a building inspector. Control is mainly in the nature of policies, coordination with other work units, and budgetary restrictions. Most work is carried out with a high degree of independence and Employee is expected to resolve conflicts as they arise. Results of work are normally accepted without change. State and local building and zoning codes have to be observed and followed.

**Accountability:** An error and omission in this field could result in missed deadlines, monetary loss, legal repercussions, as well as adverse public relations.

**Judgment:** Numerous standardized practices and procedures govern the work, in some cases they require additional interpretation.

**Complexity:** Work responsibilities are technical in nature, since Employee must thoroughly comprehend the intent and obvious wording of state and local laws and codes and be able to provide interpretations of them, applying them to real situations and conditions. Assignments are extensive and Employee is expected to assess new techniques and be able to deal with them effectively.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience is required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** A great deal of this work calls for Employee to be in the field, working under all types of weather conditions. Employee may intermittently find it necessary to climb heights, to bend and enter cramped spaces and to traverse buildings and structures at various stages of construction. There are often safety hazards which have to be avoided. Stress is caused frequently when there is disagreement with a finding of the Employee, and he is called upon to exercise tact in dealing with such situations.

Community Development Department  
Local Building Inspector (Certified)  
7/29/14

## **Town of Natick Job Description**

**Nature and Purpose of Contacts:** Most contacts are with builders, contractors and architects for the purpose of advising them and interpreting the various provisions of the codes. In addition, Employee is likely to have to deal with representatives of utility companies. Other contacts are with members of the general public who are contemplating construction, renovation or alteration. Finally, daily contacts are with other inspectors and staff for the purpose of coordinating inspectional activities.

**Occupational Risks:** Duties do not generally present occupational risk. Minor injuries could occur through employee's failure to follow safety precautions or procedures.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Performs responsible technical work in a building department; receives applications and issues permits to construct, improve, move and demolish buildings and structures within the town; reviews plans for conformance with all building and zoning codes.
- Makes on-site inspections of buildings under construction to assure compliance with building codes, and conducts inspections of existing structures to assure continued conformance.
- Enforces building and zoning codes and laws through appropriate enforcement action.
- Interprets building and zoning codes and laws to builders, developers, contractors, architects and others, advising them on proper procedures to follow.
- Reviews and inspects site plans and applications for special permits for structures, such as: swimming pools and signs.
- May issue stop orders upon determination that work is in violation of a code or law.
- Prepares and submits periodic and special reports to building inspector, as may be required.
- Responds to inquiries and complaints relating to building and zoning codes and laws from a variety of sources.
- Acts for and in the absence of the building inspector.

Community Development Department  
Local Building Inspector (Certified)  
7/29/14

## **Town of Natick Job Description**

- Performs other related duties of the class, as required.

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Employee must have completed a high school education and have had five (5) years of experience in supervising building construction or in the alternative hold an associate degree from a college in the field of building construction or design, or a field related to same.
- A candidate should be in good physical health
- Hold a valid Motor Vehicle Operator's license
- Be able to demonstrate the possession of the required knowledge, skills and abilities to perform the work.

### **Special Requirements:**

- Must be certified by the Commonwealth of Massachusetts.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Considerable knowledge of building construction practices, procedures, materials and equipment.
- Considerable knowledge of state and local building codes.
- Working knowledge of legal procedures relating to enforcement of codes.

#### **Abilities:**

- Ability to read, understand and interpret technical documents, such as: blueprints, technical specifications and plans.
- Ability to make on-site inspections of construction, renovations and alterations and make judgments on compliance/non-compliance with codes.
- Ability to prepare technical reports.

## **Town of Natick Job Description**

- Ability to communicate effectively with others, both orally and in writing.

### **Skill:**

- Skill in diagnosing poor workmanship, materials and equipment.
- Skill in using tact and diplomacy in dealing with others.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### **Physical Skills:**

- Some agility and physical strength, as well as the ability to walk over rough terrain.

### **Motor Skills:**

- Duties assignments require application of hand-eye coordination, physical dexterity, and motor coordination.

### **Visual Skills:**

- Ability to read blueprints and differentiate color is required.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*